

Lafayette Public Library
Fiscal Year 2024-2025 Proposed Budget (Nov. 1, 2024 - Oct 31, 2025)
For Board Meeting Action – May 20, 2024

Summary:

The proposed budget reflects the full operating costs of the owned facilities of the Main Library, the North Regional Library, the South Regional Library, the East Regional Library and the West Regional Library. It also includes costs associated with the small-leased library branches in Duson and Milton. We also have operating costs for two libraries in LCG buildings (Chenier, Butler) and the leased Warehouse facility. No new capital is included in the budget.

Revenues: *Budgeted according to Library projections for FY 24/25 \$13,035,994 (estimated)*

This estimate is based on revenues from the two dedicated Library millages that will be assessed at the end of 2024 for the budget year beginning Nov. 1, 2024, as well as other revenue sources such as donations, fines, insurance proceeds, interest on investments, state revenue sharing, etc. These estimates are also subject to change based on LCG's Budgeting Department projections and policy.

The current levy rates in FY23/24 are 2.91 and 1.84 for a total of 4.75 Mills. A reassessment is occurring currently which will influence our millage rates depending on whether property values increase or decrease. If property values increase, the law requires a reduction of our millage rates to collect a total dollar amount equal to what was collected last. If property values decrease then our millage rates are automatically adjusted up to bring in the same dollar amount collected last. In the scenario that property values increase a roll forward option is available allowing the council with a supermajority vote to levy at the voted upon rates and collect additional funds. This will be discussed more in June/July when the Library Board of control votes on recommended levy amounts and once we learn how the property values have been reassessed.

The proposed budget for FY24/25 reflects levy rates of 2.91 and 1.84 for a total of 4.75mills. The estimated revenues generated from these levy rates is subject to change as more information is released from the Assessor/LCG Budgeting Department. Proposed is the estimate for tax collections that Library staff projects based on current collection trends. These estimates may be more aggressive than what LCG's Budgeting Department may calculate but should be within range. This estimate is also subject to change based on the levy amounts established later in the budget process when the Library Board of Control votes to recommend the levy amounts. The Parish Council will then vote on the levy amounts later in the year around August or September.

Revenue projections indicate an increase to the Interest on Investment earnings. Our investment accounts are currently performing very well due to market conditions. Last fiscal year we earned over \$1million dollars in interest and we will likely do the same in the current fiscal year. This fund is typically budgeted conservatively by LCG's Budgeting Department as the fluctuations in earnings may occur.

Ad Valorem Taxes, State Revenue Sharing and Interest makes up 99% of our revenue stream. The other 1% consist of Fines, Printing, Xerox/Copy revenues, and donations. Our donation funds come from the Friends of Lafayette Public Library, the Lafayette Public Library Foundation & the L.K. & Shirl Adamson Foundation and reflect levels of giving of the current fiscal year for library programs/printing and book endowments.

Expenditures: proposing for FY 24/25 \$12,146,588 in Operations and Maintenance "O&M", \$0 in new Capital

Total Personnel Cost \$7,445,306 (61 % of O&M)

(Accounts: 50000, 50100, 50200, 50400, 50410, 50415, 50430, 50500, 50900)

- a. The proposed budget does not include any raises to salaries for employees, however, LCG administration or council action may mandate a pay raise.
- b. The proposed budget does not add or remove any positions.
- c. In the scenario of a 2% raise, if proposed by LCG Administration or the Parish Council, an estimated \$130,000 would be added to the Personnel cost as reflected on Proforma No. 2.

Total Non-personnel Costs \$4,701,282 (39% of O&M)

- a. 50600 - Training of Personnel – Status Quo. The proposed budget accounts for sending one employee to attend the annual COSUGI conference, and one employee to attend the annual Bookmobile conference and the Library Marketing Conference. Other training includes the annual LLA Conference, State Library Administrative trainings, and other workshops/webinars. This budget also includes tuition reimbursement for employees owed reimbursements. The proposed budget does not include any travel/training related to American Library Association.
- b. 50800 – Uniforms – Status Quo. Annual replacement uniforms for maintenance staff and one outreach staff member.
- c. 60000 - Building Maintenance – Increased. Covers supplies, repair services, preventative maintenance services related to maintenance of our facilities.
- d. 63000 - Equipment Maintenance – Increased. Covers repair costs related to library equipment (RFID equipment, Coin/Currency Sorter, other I-T hardware repairs.)
- e. 65000 - Grounds Maintenance – Increased. Covers grass cutting via Geaux Mow Program and Landscape Maintenance per contract rates. Contracts rates increased after contract expired and was re-bid.
- f. 66000 - Janitorial Supplies & Services – Increased. Contract rates related to janitorial services and related supplies. Contract rates increased LCG wide for this agreement.
- g. 67000 - Utilities – Status Quo. (Electric, Water, Wastewater & Gas).
- h. 69120 - Rent – Status Quo. (Duson, Milton and Warehouse).
- i. 70000 - Dues & Licenses – Decreased. Removed any American Library Association costs.
- j. 70123 - Other Insurance Premiums – Increased. Based on premium cost increases.
- k. 70123-0614 - Other Insurance Premiums Risk Management – Decreased. Rates established by LCG/Risk Management.
- l. 70200 - Postage/Shipping – Increased. Shipping & postage rates have increased.
- m. 70315 - Printing & Binding Donations – Decreased. Current budget includes carryover balances. Pays for printing of Booktalk. Donated by Friends of the Library.
- n. 70320 - Printing & Binding Educ/Rec/Cult – Status Quo. Pays for minor contracting of printing posters/pamphlets.
- o. 70400 – Publication & Recordation – Status Quo. This account pays for advertisements related to public bids and recordation related to contracts.
- p. 70500 - Telecommunications – Decreased. This account pays for phone services. We have removed various phone lines over the years.
- q. 70520 - Databases License Fees – Status Quo. This account pays for our e-resources/databases.
http://lafayettepubliclibrary.org/?page_id=40

- r. 70560 - Telecomm-WAN E-rate – Status Quo. This account pays for our internet. We expect a 80% discount for 8 months from Federal USAC e-Rate Funding. We have budgeted 8 months discounted and 4 months at full cost.
- s. 70700 - Tourism – Status Quo. This is our advertising budget. Currently paying for two billboards, several Facebook boosts, and other advertisements of library events and services.
- t. 70902 - Duplicating Expenses – Increased. – Increase due to contract rates. Covers the cost and maintenance of our rented copy machines.
- u. 70907 - Contractual Services – Increased. Increase due to contract rates of alarm monitoring and maintenance and courier services. This account pays for garbage collection, pest control, courier, employee background checks, security and inspections.
- v. 70917 - Contractual Services-Donations – Shows a reduction due to carryovers being included in the current budget. This is technically an increase due to additional funds anticipated being donated from the L.K. & Shirl Foundation. The Friends of Library donate funds for summer program performers.
- w. 70918 - Contractual Services Educ/Rec/Cultural – Status Quo. This budget pays for performers for programs throughout the year.
- x. 71022 – Cont Serv-SAAS Cost – Increased. Increase due to standard rate increases. This is a new account mandated by state reporting requirements. These expenses were budgeted in prior years in contractual services 70907/equipment maintenance 63000 or dues and licenses 70000. This account is used to pay for Software-as-a-Service SAAS. This covers library software purchases such as the Integrated Library System ILS, SAM Comprise (Print Mgmt), Antivirus, RFID software, Network software, Clip Art, Adobe, Zoom, OCLC, Brightly Workorder Mgmt, Titlesource 360, etc.
- y. 72100 - Equipment Rental – Status Quo.
- z. 72120 - Equipment Rental-Library materials – Status Quo. This pays for the Leased Book Plan for the Bookmobile and Libraries.
- aa. 72220 – Audio/Visual Materials – Decreased. This pays for DVD's Blu-ray, music CDs, etc.
- bb. 72230 – Books – Status Quo.
- cc. 72240 - Library Materials/Donated – Decreased. Carryovers are included in current budget. This pays for books with funding that was donated from patrons or the LPL Foundation.
- dd. 72250 - Periodicals – Status Quo. This pays for newspapers and magazines.
- ee. 72260 – Damaged Books – Inter Library Loan – Increased due to current expense trends and backlog. This account is used to pay for books damaged under loan from other libraries.
- ff. 72600 - Transportation – Status Quo. This account pays for fuel costs, mileage reimbursement, vehicle repairs and maintenance.
- gg. 72700 - Supplies & Materials – Status Quo. This pays for office supplies, printer cartridges and paper for staff and public printers, small tools, 1st aid supplies, small office equipment, etc.
- hh. 72720 - Supplies & Materials – Donations – Increased due to anticipated donation from L.K. & Shirl Foundation. Current budget includes carryovers. Donated funds from the Friends of LPL for programming supplies and donated funds from the LPL Foundation for Lafayette Reads book purchases.
- ii. 72725 - Supplies & Materials-Educ/Rec/Cultural – Status Quo. This budget is used to purchase supplies for programming, library cards, supplies for makerspace, supplies for instrument repairs, and supplies for preprocessing of library materials.
- jj. 76120 – Bayouland – Status Quo. This is the annual consortium fee to be a Bayouland member.
- kk. 77140 – Reserve – This account is for emergencies.

LCG related items - Administrative fees, personnel salaries, retirement, leave payments and costs for insurance (workers compensation, health, life, catastrophic damages, tax deductions-retirement,

uninsured losses) are finalized by LCG and will likely change once the budget process moves toward council adoption.

Also requested, is that the Finance Department of LCG include \$55,000 in election expense 2630170 70903. In the event the millage renewal election occurs in this time range, the funding will be in place. Included in this fund is an estimated budget of \$21,000 for the EXT APP-MERS 2630170 76474 which relates to the MERS retirement settlement/payments handled by the LCG Finance Department.

The Current O&M Budget for Fiscal Year 23/24 is \$12,062,617
The Proposed O&M Budget for Fiscal Year 24/25 is \$12,146,588
Proposed O&M Budget increase of \$83,971.

Capital Funds (\$0)

No new capital funds have been requested in the Proposed Fiscal Year 24/25 Budget.

Revenues vs. Expenses

Estimated Budgeted Revenues \$13,035,994
Estimated Budgeted O&M Expenses \$12,146,588
Estimated Budgeted LCG Finance Related Expenses \$76,000
Proposed Budget Surplus \$813,406

The budgeted surplus, excluding any capital expenses, is estimated at \$813,406 for FY 24/25. However, this number will be lower or higher depending on the actual costs incurred related to O&M expenses, and timing of existing Capital Project expenses. Reference Proforma No. 1 & No. 2 for scenario projections.

Pro Forma No. 1 & No 2:

The Pro Forma documents presented provide a summary of prior year revenues and expenses and the effects on the Library fund balance.

These documents also provide a summary of the current budget and the projected actuals of the current fiscal year and the effects on the fund balance.

The purpose of these documents is to give the Board of Control and the public a snapshot of our financial picture and the effect to our fund balance while also providing a budget vs. estimated actual comparison.

These documents also provide estimated actuals in two different scenarios over several years.

Unknown factors to account for when reviewing these documents: Reassessment of properties occur in 2024. We are not sure if values will increase or decrease. The 2.91mill Library tax expires in 2026. Tax levy rates are to be determined for Fiscal Year 2025 and will likely be adjusted depending on the reassessment outcome.

In Scenario No. 1, the document does not include pay raises in the Proposed Budget for Fiscal Year 24/25.

In Scenario No. 2, the document assumes a 2 % raise in the Proposed Budget for Fiscal Year 24/25.